

**California State Library**  
**California Civil Liberties Public Education Program**  
**Application Review & Evaluation**  
**FY 08/09 Grant Cycle**

**Application Review and Evaluation**

Applications received by 4:00 on February 17, 2009, will be forwarded to the review panel. State Library staff members will conduct a technical review, and outside reviewers who have expertise in the area of Japanese American history will conduct a content review. Each application will be reviewed by at least three individuals. Reviewers will provide numerical scores for the applications they review and overall comments on the application.

**Numerical Rating**

Each section of the application form is assigned a specific number of points, for a cumulative total of 100 points. The points allocated to each section of the application are as follows:

<b>Project Description</b>	<b>55</b>
Project Background & Summary	10
Project Purpose & Significance	10
California Connection	5
Project Activities	10
Anticipated Project Outcomes	10
Product Distribution	10
<b>Project Budget</b>	<b>20</b>
<b>Project Team &amp; Partnerships</b>	<b>10</b>
<b>Project Timeline</b>	<b>15</b>
<b>Total Points:</b>	<b>100</b>

Applications that score in the top 20% will be forwarded to the CCLPEP Advisory Committee and the State Librarian for further review and funding consideration. However, the Advisory Committee has the option to consider any application submitted.

The Advisory Committee will make funding recommendations to the State Librarian. In making these funding recommendations, the Advisory Committee considers the merits of individual applications as well as the context of the body of work that has been supported by the CCLPEP and the potential contribution of individual applications to the overall understanding of civil liberties. The State Librarian will make final funding determinations.

The Advisory Committee meeting at which grant award recommendations will be discussed will be publicly noticed 10 days in advance and will be open to the public, and there will be the opportunity for public comment. Applicant attendance is not required.

Please be advised that any additional information or material that is not requested in the grant application will not be considered and will not be returned or credited to the grant application.

If you have questions regarding the review process, you may request a copy of the numerical score the application received and summary of any written comments. This request must be made in writing following the Advisory Committee meeting convened to discuss grant award determinations.

If an application is not funded, it may be resubmitted during a subsequent funding cycle for consideration. Future funding cycles are contingent upon annual legislative appropriation, and funding priorities are reviewed by the CCLPEP Advisory Committee each year. New information and funding priorities will be included in the annual grant application announcement.